

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5159

**TITLE:** LEASING AGENT

**GRADE:** S-27

**DEFINITION:**

Under general supervision, to plan, negotiate and administer a program of building leases for County occupancy; and to do related work as required.

**TYPICAL TASKS:**

Interprets leasing needs of various County agencies and implements local leasing policy consistent with Federal and State guidelines;

Negotiates terms of proposed leases with prospective landlords and prepares necessary leasing documents;

Administers leases by approving changes in purchase orders and authorizing payment of lease escalator items;

Coordinates with landlords or their leasing agents on problems of maintenance and/or remodeling;

Assists in coordinating office moves with landlords and participating County agencies;

Furnishes information to the Budget Office regarding funding of leased properties and prepares planning reports on projected costs of possible agency moves involving leased buildings;

Acts for the division director in his/her absence.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to analyze laws, ordinances and building structures and leases;

Ability to negotiate independently and to communicate well in oral and written manner.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to the following:

Graduation from college or university with a degree in real estate, business administration or related field. Four years of responsible experience relating to leasing of real property.